

# St Barnabas C of E Primary School



## School Prospectus September 2020

St Barnabas Road, Leicester, LE5 4BD

Tel: 0116 2767612

Website: [www.st-barnabas.leicester.sch.uk](http://www.st-barnabas.leicester.sch.uk)

Email: [admin@st-barnabas.leicester.sch.uk](mailto:admin@st-barnabas.leicester.sch.uk)

*Pending any further Government advice and guidance*

**This pack is made up two parts. Part 1 contains our school general information part 2 contains the new procedures we have put in place due to COVID-19.**

# Part 1. General Information

## The school and its setting

St. Barnabas C.E. Primary School serves a multi-cultural area of the city of Leicester. It is a Church of England (Voluntary Controlled) School, which was previously linked with St. Barnabas Church. The Church closed in July 2011 and the congregation now use a different church to worship on Sundays. The school provides education for pupils between the ages of three and eleven. Most of the pupils come from the surrounding community.

Approximately 80% of pupils come from homes where English is not the first language. The first language of many of these pupils is Gujarati, Punjabi or Urdu. The school values the cultural diversity of the pupils and their families. The school has an active and committed Governing Body. We are always seeking to develop close links with the community and regularly welcome visitors into, school. Pupils visit the local library and sports centre and make trips to various places of interest both locally and further afield.

**St. Barnabas Church of England Primary School** ~ a **Voluntary Controlled School** maintained by Leicester Education Authority. *Voluntary Controlled = A voluntary controlled school is a state-funded school in England and Wales in which a foundation or trust (normally a Christian denomination) has some formal influence in the running of the school.*

## Our School Vision and Ethos

Our **vision** is founded on John 10 verse 10, when Jesus said, "I have come that they may have life, and have it to the full."

Our **vision** is for all children and adults to flourish at St Barnabas.

As a church school, we seek to express our **values** of:

*Hope*: by raising aspirations

*Peace*: by being a positive and peaceful place

*Joy*: by celebrating success

*Justice*: by taking responsibility

*Compassion*: by caring for people and our world

*Friendship*: by being kind to one another

*Service*: by giving and serving one another

*Love*: by seeing and encouraging the best in each other

*Encouragement*: by speaking words that build confidence

We **aim** to be a community where **all** are encouraged and enabled to aspire and achieve to their full potential; where strength of character is shaped and sustained by our core Christian

values; and where collective and individual well-being is grown and nurtured through a reflective, resourceful and resilient approach to life and learning.

### **School Rules**

Our school rules are created to promote high standards of good behaviour. They are known and understood by all staff and children:

- Always be polite and considerate.
- Be helpful, caring and sharing.
- Take care of all property.
- Move around school carefully - walk.
- Always try your best.
- Follow instructions from all staff straight away

### **School Website and Online reporting**

On our school website, you will find:

- Details of the school's pupil premium allocation and spending
- Details of the school's curriculum
- Details of the school's admission arrangements
- Links to the school's Ofsted reports and DFE school performance tables
- Details of the school's latest KS2 results
- A wide range of policies available to read on the website

Parents and children are encouraged to visit the school website on a regular basis.

### **Normal school organisation and times**

The organisation of these classes is different each year to adapt to the numbers of children in each year group creating the best staff to pupil ratios. We normally have the following classes:

- Nursery (3-4 years old)
- 2 Reception classes (4-5 years old)
- 3 Key Stage 1 classes (infants) (5-7 years old)
- 6 Key Stage 2 classes (juniors) (7-11 years old)

Children leaving at the end of Year 6 go to a variety of secondary schools such as The City of Leicester College, Orchard Mead Academy, Crown Hills Community College and Judge Meadow Community College. Visits are made to these schools before the end of term and staff from the receiving schools come to St. Barnabas to meet with pupils, this is to ensure a smooth transition.

### **Children come into school at 8.40 a.m**

#### **Lunchtimes:**

- Reception classes: 11.50am – 12.55pm
- Key Stage 1 (Year 1 & 2) classes: 12pm to 12.55pm
- Lower Key Stage 2 (Year 3 & 4) classes: 12pm to 12.55pm

- Upper Key Stage 2 (Year 5 & 6) classes: 12.20pm to 1.15pm

#### Home Time:

- Reception & Key Stage 1 classes finish at 3.15pm
- Key Stage 2 classes finish at 3.20pm

#### Nursery:

- AM - Drop off from 8.30am – 8.45am. Pick up 11.30am prompt
- PM - Drop off at 12.30pm Pick up from 3.10pm – 3.30pm prompt

### **School Admission Policy**

The Admissions Authority for St. Barnabas is Leicester City Council (Admissions Section). The Local Authority is responsible for the admission of all full time children in school. The school admits Nursery children on a part time basis. Application forms can be obtained from the school office. Part time children do NOT automatically get a place in full time school; these places are allocated by the Local Authority. An application for admission must be made directly to them.

The telephone number for the admissions department is 0116 24541009 option 1. Places are allocated up to the Planned Admission Limit of 45. All parents will be given an opportunity to express their preference for a school. Our full policy can be viewed on the school web site.

### **Attendance and Punctuality**

When new parents are introduced to the school at induction meetings or on individual visits, the matter is raised and Parents/Carers are made aware of the importance of good attendance and punctuality and how the school will work to address issues. Parents and pupils are asked to keep absence to a minimum.

The requirements for informing the school of the reasons for unavoidable absences are laid out clearly;

- A telephone call, note or email message on the first day of absence – [admin@st-barnabas.leicester.sch.uk](mailto:admin@st-barnabas.leicester.sch.uk) is required so that the school is immediately aware of the reason for the child's absence.
- The value of good punctuality is also explained. The Government guidelines are explained and it is made clear that it is the school that has the responsibility of authorising absence, not the Carer.
- This guidance is repeated by the Head teacher/ Team Leader for parents and Carers at the September phase meetings as children progress through the school.

Certificates are awarded termly for pupils with 100% attendance. Prizes are given annually for pupils with 100% attendance for the whole year. The attendance cup is presented weekly to the class in school with the highest attendance rate. All of the above are presented in assemblies so that the good attendance continually receives a high profile. Exceptionally high attendance is also recognised at the annual leavers' service for Year 6 pupils.

Teachers are encouraged to keep a close watch on attendance as it is often they who first pick up signs of poor attendance or absence patterns. When this is the case, they should share their concerns with the head teacher.

A member of the clerical staff researches the registers on a daily basis and identifies any pupils who are absent with no letter, phone call or email message to explain the reason for absence. An attempt will then be made to contact the Parent/Carer on the first day of absence. If no contact can be made, a letter will be sent and reason sought for the absence with a request to update the emergency contact details held by the school.

### **Illness**

Many children's absences are caused by minor illnesses but, if the number of absences is regular or persistent, then we shall write to the parent/carer stating our concern about the number of days missed for illness and asking them to provide clear evidence of illness in all cases of absence. If this is not possible, an appointment will be made for the School Nurse in order to establish a child's fitness for school. It will be explained that, if we are not fully satisfied as to the reason, future absences may be classified as unauthorised by the head teacher. A penalty notice may be issued if a child has 20 or more unauthorised absences out of 120 school sessions. Where the child is in Nursery, Parents/Carers are informed that if there is no immediate improvement, the child may be taken off roll in order that another child may benefit from a place at the school.

If the illness is severe or prolonged then we can arrange for the work to be sent home if the child is well enough to do it. Children who are genuinely too ill to attend school may be suffering from a long term illness, in which case a referral to the Children's Hospital School is appropriate. Another possibility is a referral to the School Medical Officer who will examine the pupil at school.

### **Leave of Absence Due to Personal Reasons**

We strongly discourage any leave of absence during term-time and this will only be granted in exceptional circumstances.

It is very unlikely that any leave of absence will be authorised where any of the following apply;

- The pupil's attendance rate has fallen below 95% for the current academic year or if the child's attendance rate has fallen below 95% in the previous two years. Punctuality will also be taken into account (1 late = ½ day absence).
- The pupil is in Year 2 or Year 6 because of SATs and transition work.
- The leave is at the start of a term which is such an important time for all pupils.
- The pupil is working below expected levels or is failing to make good progress

Any requests for leave of absence during term time should be made in writing on a 'leave request form' that can be obtained from the school office. When the leave is taken without prior approval, the whole absence will be unauthorised and a fixed penalty notice will be issued. It could also result in your child being taken off roll.

Where a child has had 2 periods of unauthorised leave for which the parent has been issued with a Penalty Notice (for each occasion), on the third occasion, no Penalty Notice will be issued and that parent will be taken straight to Court under the higher level aggravated offence. This means that the parent may be subject to a much more severe penalty i.e. a maximum fine of up to £2,500 or 3 months in custody or, a community order which may involve them doing a number of hours of unpaid work.

Please note a penalty notice may and usually will be issued by the education welfare service where a parent takes their child away for a period of 5 days or more during term time. This will be when:

- The parents have not informed the school
- Permission is refused by the school
- The child does not return on the agreed date

Late return may also result in the child's name being removed from the school roll.

### **Absence for unacceptable reasons**

Routine appointments, e.g. to the dentist or opticians, should take place outside school hours. In addition, shopping trips etc are considered unacceptable reasons for absence and will be classified as unauthorised.

### **Lateness to school**

If a pupil arrives after the end of registration, then he / she should report to the office and the name, time and reason for lateness will be recorded on the inventory system situated in the school office. Where pupils are persistently late, a letter will be sent to Parents/Carers to remind them of the importance of punctuality.

### **Lateness being collected from school**

Children finish school at various times;

- Nursery am – 11.30am / Nursery pm – 3.30pm,
- Reception & KS1 – 3.15pm
- KS2 – 3.20pm

All children should be collected promptly.

Children who are persistently picked up late can sometimes get distressed. Teachers and office staff are very busy at the end of the school day and do not have time to look after children who are late being collected. Where children are persistently late being collected, a verbal warning will be given and, if there is no improvement, parents will be given a written warning. Any further occasions will result in inconvenience charges being made as follows:-

£5.00 for every 15 minute time period.

### **Serious problems relating to non-attendance / punctuality**

Where children are persistently late after the register has closed, this may be classed as an unauthorised absence.

The school will work closely with the EWO to address these problems and to improve children's attendance rate. If there is no improvement, after 20 unauthorised sessions, a penalty notice may be issued.

Further details on the law and attendance are included as an appendix to this policy. The class register closes at 9am. Late marks will be coded as unauthorised which is equivalent to a half-day absence after this time.

A copy of this policy is made available to Parents/Carers and can be accessed via the school website: [www.st-barnabas.leicester.sch.uk](http://www.st-barnabas.leicester.sch.uk)

### **Accidents, Illnesses, Allergies and Medicines.**

We have members of staff who hold a First Aid qualification; all accidents are recorded in an 'Accident' book and an email will be sent if the child has had First Aid.

When children bump their heads they are treated by a First Aid qualified member of staff. A phone call home will be made and a follow up email will be sent. For serious accidents or if a child feels unwell during the school day we will always contact the parents: it is therefore VITAL that you keep us up-dated with information of where to contact you and the phone number. We cannot administer medicines at school e.g. antibiotics or paracetamol. If children require these types of medication, then parents are requested to come into school to administer them to their child.

In circumstances where long term medication is needed e.g. for asthma, epilepsy, diabetes, details will be noted at school and in order for us to do this parents/guardians must fill in an 'Administration of medicine to an individual child' form, which are kept in the school office.

We have staff who have volunteered to be trained to administer emergency medicines, so if your child has a serious allergy, please inform us and we will put the correct procedures into place.

### **Asthma**

Parents of children who have inhalers for their asthma should ensure that there are **2** inhalers (in date) in school at all times. One of which is kept in the classroom and the other is locked away in the medical room. If your child has an inhaler in school you should complete an asthma card which is available from the school office.

### **School Meals**

School meals are provided at a cost of £2.30 per day/ £11.50 per week and should be paid for in advance on Monday mornings. **MONEY should be sent to school in an envelope with the child's name and class on.** Cheques should be made payable to LEICESTER CITY COUNCIL for school meals only.

For milk and fruit payments, cheques should be made payable to ST BARNABAS PRIMARY . Requests for changes to meal requirements can be made via the school office. **Notice period for changes are; 1 week for hot meals.** The quality of school meals have been significantly improved to encourage healthy eating.

If you are eligible for free meals (you may qualify for pupil premium funding if you are claiming certain benefits. If you would like further information please contact the school office). It also helps the school budget if you claim for them, even if you decide not to take up the option of a hot meal, your child will receive free milk every day if you claim for free meals. Forms to claim free school meals are available from the office.

### **Fruit and Milk**

Foundation Stage and Key Stage 1 children are given free fruit at playtime through the Local Health Authority's free fruit scheme. Key stage 2 children have the opportunity to buy fruit on a half termly basis or they may bring their own. No cereal bars or other snacks are allowed. A letter is available from the office to purchase fruit.

Parents need to register with Cool Milk on their website or collect a form from the school office. Children under 5 are provided with free milk daily but must register with Cool Milk. Parents of Key Stage 1 & 2 children may pay on a half termly basis for their child to have milk if they so wish.

### **Jewellery**

We have a responsibility to ensure the safety and welfare of children and the wearing of jewellery includes the risk of injury to the wearer or another person. The potential loss of a valuable item may cause upset. Although this relates mainly to jewellery (including watches) it also applies to any valuable items brought into the school.

Please note:

- No valuables or jewellery will be brought into school, with the exception of items that have particular religious significance.
- Parents are advised that if children have their ears pierced, this should be done at the beginning of the summer holidays to give the ears time to heal so earrings can be removed on return to school. If parents choose to go against this advice and have their children's ears pierced in term time, they must cover the ears with tape while they are in school, until the ears have healed and earrings can be removed.
- To wear jewellery with particular religious significance, a letter must be written to request permission from the Head teacher.
- The school will not be liable for loss or damage to any valuables / jewellery brought to school.

- If a child does come into school wearing jewellery that is not of religious significance; he/she will be asked to remove it, and then the item will be kept in the school office to be collected by an adult at the end of the day.
- Staff have a duty of care to ensure that jewellery is removed (or made safe) before any P.E. or sport activity, but the school will take no responsibility for any items that are removed.
- All jewellery **must** be removed before swimming lessons.

### **Healthy School**

The school is committed to encouraging all children to adopt a healthy lifestyle and we are actively working with pupils, families, City Catering, sports coaches and community organisations to ensure that all learners are eating healthily at school and at home.

**Please do not send children to school with sweets or cakes to share on their birthday, instead, you may bring fruit or purchase a book for the class.**

### **Working in partnership with Parent and Carers**

We value the partnership between Parents/Carers and the school and welcome views on how the school can be further improved.

We encourage parents/carers to develop their own skills, knowledge and confidence and we welcome views about specific workshops etc. that we could hold. We regularly run courses in collaboration with The Family Learning Department of the Local Authority on:-

- EAL & ESOL
- ICT Classes
- Transition Workshops
- Drop in sessions
- Maths and English

We invite parents to visit the school for interviews, curriculum workshops, and class assemblies. St. Barnabas works in partnership with Parents & Carers offering information and support on a variety of issues affecting all aspects of family life. The school has the facilities to be able to signpost parents and Carers to the most appropriate help available.

### **Safeguarding**

All staff, governors and regular volunteers have to have an enhanced DBS check in order to work in the school. If staff have a concern about a child, this must be reported to the designated senior person for safeguarding (Mrs S Ruparelia) or deputies (Miss Eagling, Miss Hickey & Mrs Robinson) who may then make a referral or seek advice from the social care and safeguarding team. Failure to report concerns could lead to disciplinary action being taken.

Protecting children is everyone's business. At St. Barnabas we encourage **all** adults to help keep children safe by reporting any concerns they may have.

Further advice is available from:

**Education Welfare Service (EWS) - Tel: 0116 4545510**

**LA Designated Officer (LADO) - Tel: 0116 4542440**

**Duty and Assessment Service (DAS) & Early Help - Tel: 0116 4541004**

## **Part 2. Procedures due to Covid 19.**

### **Arriving at School**

**Arrival time: please ensure you only arrive at school at your designated time.**

If you are dropping your child off, please line up at the single school gate, lining up along the school fence. Please ensure that you line up on the marks that are on the pavement to ensure that social distancing is being followed. Once you have been admitted through the school gate, follow the one-way system, which is marked out on the path. You will need to enter through the single gate. Your child's teacher will be waiting at the playground entrance gate where they will direct them to their line. Your child will then line up. Once your child has been directed to the line, you will need to follow the one-way system out, exiting out of the car park gates.

Parents are **NOT ALLOWED** to walk up the playground and are encouraged to keep walking and follow the one-way system.

Parents are **NOT ALLOWED** to wait at the exit gate.

**DO NOT** stop to chat with other parents and keep to the 2m social distancing.

Once your child is in their line and all children are present, the adult will take the children to their classroom.

Please do not be late, as we do not have the capacity to admit children outside of their allocated time slot. You will need to arrive at the earliest time stated but do not arrive any earlier than this time as other groups will be arriving/ departing.

### **Leaving School**

**Collection time: please ensure you only collect your child your designated time.**

On arrival, please line up at the single school gate, lining up along the school fence. Please ensure that you line up on the markings that are on the pavement to ensure that social distancing is being followed. Once you have been admitted through the school gate, wait on the yellow lines leading up to the playground gate. Your child will be outside ready and will be sent to you by their teacher. Once your child has come over to you, you will then need to leave following the one-way system and exit out of the car park gates. The person first in the line will receive their child first and then this will continue as the line of parents moves forward.

**Strictly only one parent to be dropping off and collecting. Please only bring siblings along if other arrangements cannot be made.**

Once the children are settled and school is running smoothly, we may be able to change the times closer to our normal school hours but this will depend on local guidance.

### **Lunchtimes:**

Children in each year group will have the same lunchtime but lunchtime will be staggered across the school to ensure that bubbles are not mixing. Lunches will be eaten in the classroom and at the moment, if you have a school lunch, only packed lunches are being served. We ask if you can provide your child with a packed lunch unless they are entitled to a free school meal and then a packed lunch will be ordered for them. Please remember the rules around packed lunches: no nuts, sweets, chewing gum, chocolate, fizzy drinks or glass bottles. All rubbish will be returned home in their packed lunch box / bag.

We will not be allowing children to go home for lunch.

### **School Uniform:**

Children will be expected to wear school uniform when they return to/ start school.



- White shirts and blouses
- Grey/black trousers or skirts
- Royal blue jumpers, sweat shirts or cardigans (sweatshirts with the school logo can be ordered from the school office).
- White, grey, black or blue head covering (e.g. headscarves or topis)
- Royal blue tops and grey/black trousers for shalwar kameez
- Royal blue, grey or black saris
- Blue and white summer dresses
- Grey, white, black, royal or navy tights/socks (no multi-coloured patterns)
- Black school shoes should be worn by all children

### **PE kit:**

Kit for physical education: shorts, T-shirt and plimsolls.

For outside PE: track suits + trainers

All clothes worn in school MUST have name labels to save time, effort and anxiety

### **Attendance:**

There is an expectation that **ALL** children will attend unless they have symptoms or are told to isolate by the NHS Test and Trace service or have a normal childhood illness that prevents them from attending (for example a sickness bug). If your child is unable to attend school due, please inform the office.

### **Breakfast Club and After School Clubs:**

We understand that Breakfast Club and the After School Clubs are a popular service we offer to families. However, our priority is to ensure the children are back in class safe and learning. Our aim is to reopen these clubs as soon as it is safe and practically possible to do so therefore we will keep you updated about these services.

**Things your child may bring from home:**

- Water bottle (named)
- Coat / jumper
- Packed lunch (if not ordered through the school)
- Sun hat
- Reading book

**Things your child does NOT need to bring from home:**

- Any other bag/ equipment
- PE Kit (you will be informed on which days your child will be doing PE and children should come to school wearing it on that day)
- Toys

**Keeping everybody safe**

Children and adults **MUST NOT** attend school if they have any of the symptoms of Covid-19 or have been told to isolate by the Test and Trace system.

If you or anyone in your household has any symptoms, then you **MUST** organise for a test to be undertaken. Contact the NHS on 119.

To keep all our staff safe, we are asking that you do not enter the school building at this point or visit the school office.

**The school office will be closed to parents. If any contact with the school office is needed, you will need to phone the office on: 0116 2767612 or email [admin@st-barnabas.leicester.sch.uk](mailto:admin@st-barnabas.leicester.sch.uk)**